

**MINUTES**  
**PRE-COUNCIL MEETING**  
**RE: LIQUOR/SERVER EDUCATION TRAINING COURSE**  
**February 25, 2008**

COUNCIL MEMBERS PRESENT: Jon Camp, Doug Emery, Robin Eschliman, Dan Marvin, John Spatz, Ken Svoboda. NOT PRESENT: Jonathan Cook.

OTHERS PRESENT: Tonya Skinner, Russ Fosler, Joy Citta, Joan Ross, Dana Roper.

The meeting began at 4:45 p.m. Assistant City Attorney Tonya Skinner distributed a memo to the Council members; a copy of the memo is attached. Tonya reviewed with the Council the time line for obtaining compliance from Class C liquor licensees with Lincoln Municipal Code § 5.04.033, which prohibits a person from selling liquor at retail until either a manager or licensee has completed a responsible beverage server training course every three years.

The meeting adjourned at 5:05 p.m.

Minutes prepared by:  
City Law Department/skb

## INTER-DEPARTMENT COMMUNICATION

**TO** City Council  
**DEPARTMENT**  
**ATTENTION**  
**COPIES TO** Mayor, Police, City Clerk

**DATE** February 22, 2008  
**FROM** Tonya Skinner  
**DEPARTMENT** City Law  
**SUBJECT** Liquor: Server Education  
Training Course

Lincoln Municipal Code 5.04.033 prohibits a person from selling liquor at retail until either a manager or licensee has completed a responsible beverage server training course every 3 years. Currently, there are more than 100 licensees that have not complied with LMC 5.04.033. The following procedure is recommended to obtain compliance:

### Existing Non-Compliant Class C Licenses: (to be repeated for other types of licenses)

1. *Course:* March 13, April 10, May 8, June 12, and additional courses scheduled as needed.
2. *Letters to Class C licensees:* Notice of noncompliance, instructions to enroll and complete a server education course by July 1, 2008.
3. *Community Forum,* March 4: Overview of license application/renewal process to be presented by City Council and staff, and Nebraska Liquor Commission.
4. *Legal Ad,* late May: 2<sup>nd</sup> Notice to the noncompliant licensees, who did not respond to letter. The ad ensures that licensee was legal notified.
5. *Resolution (1<sup>st</sup> Reading),* July 7: City staff will recommend to revocation of any license where a course has not been completed by July 1.  
~ Last Server Education Course prior to revocation is set for July 10<sup>th</sup> ~
6. *Revocation Hearing/Resolution (Final Reading),* July 14<sup>th</sup>: Hearing provided to receive evidence supporting/opposing revocation.

### New Applications/Licenses:

1. *Course Notification:* Contained on application and City website, and through contact with City Staff and Nebraska Liquor Commission.
2. *Filing of Application:* The applicant will be contacted by LPD to enroll in the next course.
3. *Council Agenda:* An application will not be placed on City Council agenda until licensee or manager has completed the course. If the applicant does not complete the course and depending on applicant's reason, LPD will recommend either denial or approval with a condition that course be completed by set date.